



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

One Center Plaza
120 West Fayette Street
Baltimore, MD 21201

Anthony G. Brown
Lt. Governor

Martin O'Malley
Governor

Donald W. DeVore
Secretary

December 18, 2008

Re: 08-JS-053 RFP For Structured Shelter Care Program In Baltimore County

Dear Potential Offeror:

Attached please find Addendum No. 1 and the inspection report for the above referenced solicitation.

Offers for this RFP are to be submitted to the Procurement Officer by January 9, 2009 no later than 3:30 p.m. to Marcus V. Filson, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334, Baltimore, Maryland 21201. Late offers will not be accepted.

Please acknowledge receipt of the Addendum and cover letter to the Addendum by faxing a signed copy to fax number 410-333-4191.

Sincerely,

Marcus V. Filson (DG)

Marcus V. Filson, Director
Office of Procurement

MVF:da

Acknowledgement:

Name

Date

Organization



REQUEST FOR PROPOSALS FOR
STRUCTURED SHELTER CARE PROGRAM IN BALTIMORE COUNTY
SOLICITATION NO. 08-JS-053

The RFP is amended as follows:

1. Section 1.1 Project Summary, change the 1st paragraph, 1st sentence to read as follows:

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called the "Department," "DJS," or "Juvenile Services," is soliciting Proposals from private, non-profit or for-profit organizations to operate a Structured Shelter Care Program for males aged 12-20.

2. Section 2.3 Contract Terms, change the 2nd paragraph, 1st sentence to read as follows:

Any increases in the Contract amount during any renewal option period, if exercised, will be based upon the D.C./Maryland/Virginia/West Virginia Consumer Price Index for All Urban Consumers (CPI-U) to establish a rate of change or six percent, whichever is the lesser amount.

3. Section 2.13 Method Of Compensation, change the 1st paragraph, 2nd sentence to read as follows:

The invoice should be submitted with the monthly program roster using the appropriate fixed cost.

4. Section 3.3.1 Financial Proposal Format, Number 2, Itemized Budgets has been revised and now have 3 columns instead of 4. The revised form is attached.

5. Section 5.4.10 Supervision And Discipline, change items B, C and D to read as follows:

B. Time out periods shall be appropriate to the developmental level of the youth and the degree of the severity of the behavior, and shall not exceed 30 minutes. It may be used by Program personnel to address a resident's behavior, if the resident's behavior unreasonably interferes with the program activities; if the resident's behavior constitutes an emergency, and time out is necessary to protect a resident or other person from

imminent, serious physical harm after other less intrusive interventions have failed or been determined inappropriate; when time out is requested by the resident; or when supported by the safety plan.

- C. During time out, the youth is provided with the reason(s) for the restriction and has an opportunity to explain the behavior leading to the restriction.
 - D. During time out, staff shall observe youth at all times; documented staff contact is recorded to ensure the well-being of the youth; the youth assists in the determination of the end of the time out period.
- 6. Section 5.7.1.2 Liquidated Damages, add the following sentence:
 - 4. \$35.43 per day for failure to submit required MBE documentation.
 - 7. Section 5.9.1, Site, change the first sentence to read as follows:

The court order will be required to sign the Memorandum of Understanding for State-owned properties (Attachment C).
 - 8. Standard Payment Contract, Article 3 – Method Of Compensation, Incentives, And Liquidated Damages, page 4 of 14, add the following sentence after Number 3:
 - 4. \$35.43 per day for failure to submit required MBE documentation.

Please acknowledge receipt of this Addendum by dating, signing and faxing a copy to my office at 410-333-4191 as soon as possible. A signed copy of this Addendum shall be submitted with your Technical Proposal.

Name/Typed

Signature/Date

Organization



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Secretary

Guide Program, Inc.
8643 Cherry Lane
Laurel, Maryland 20707

December 9, 2008

On December 4, 2008 an inspection of your facility, 5406 Valley Road, Baltimore, Md. 21228 was performed by Carl Stratmann from the DJS maintenance department

Bedrooms

Room#1

1. The floor vent is damaged. Corrected 12/08
2. The ceiling light is missing the cover. Corrected 12/08

Room#3

1. The ceiling light is out. Corrected 12/08

Room#5

1. The door has a hole in it on the hallway side. Corrected 12/08

Room#6

1. There is a hole in the wall between the beds.

Bathroom

Right side

1. The toilet continues to run after flushing. Corrected 12/08
2. The light switch is damaged. Corrected 12/08

Left Side

1. The shower head is damaged. Corrected 12/08

Basement

1. The block wall under the electric panel is starting to sweep water. This wall should be painted with Dry-Loc paint or a water proof type of paint for block exterior walls.

General inside of building

1. The emergency light in the hall outside the kitchen needs to be correctly mounted.
2. There is no evacuation plans mounted on the walls.
3. The exit signage on the exit doors are not UL listed.



Outside

1. The old storm windows are damaged and could be removed. They have no purpose for the efficiency or value to the house.
2. The façade around the entrance door is starting to deteriorate. Corrected 12/08.
3. The soffit above the hall exit door is damaged. See attached photo.
4. The pipe for the sump pump is broken outside. See attached photo.
5. The basketball pole and backboard is leaning. See attached photo.
6. The molding is missing around the two small windows of the bay window.

The following deficiencies were identified in a past inspection.

1. The entrance door to the facility is in poor condition. Reported 08/08 - Corrected 12/08
2. Outside porch lights are missing light covers. Reported 10/08 - Corrected 12/08
3. There is a hole in the wall next to the light switch in the 1st bedroom on the left. Reported 10/08
4. All the bathroom exhaust fans covers are dirty. Reported 10/08
5. The air return grill for the HVAC next to the basement stair is dirty. See attached photo. Reported 10/08

FYI – The fixture in the bathrooms need to be caulked where they have contact with the walls and floor.

Thank you for your prompt attention in this matter.

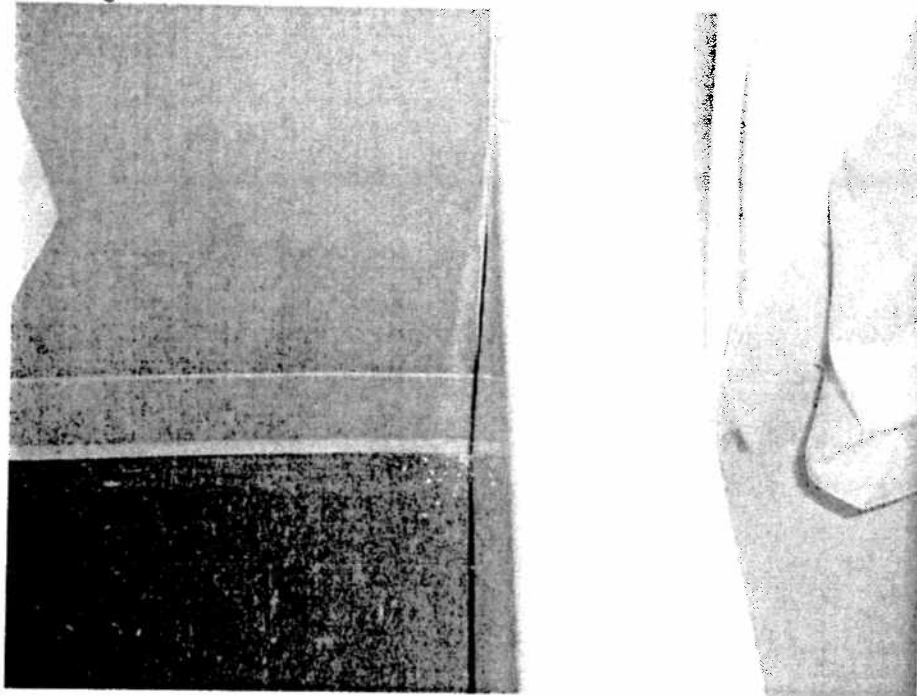
C: Don Kelley, Chief of Facilities Maintenance
James Rucker, Acting Director of Facilities Maintenance
Liz Wright, Assistant Secretary for Departmental Support
Marcus Filson, Chief of Office of Procurement
Joan Morgan-Jones, Guide, Inc., Facility Administrator
Jacqueline Sanders, Office of Quality Assurance and Accountability
Cheryl Brown, Office of Quality Assurance and Accountability

Picture taken on December 4, 2008

Dirty return air grill



Missing caulk around tub



Damaged soffit



Broken pipe for sump pump



Missing molding at front bay window



Basketball pole and back board

